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21 September 1948

1st Ind.

To: Chief, Management Branch, A & M

FROM: Assistant Director, ORE

Forwarded, recommending approval.

THEODORE BABBITT

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VIA : Chief, Management Branch, A & M  
Deputy Assistant Director, ORE  
Chief, Map Branch, ORE

21 September 1948

Recommended Initial Program and T/O for the Map Division Operation of the Graphics Register, OCD transferred to the Map Branch, ORE

Reference: Memorandum of Agreement regarding transfer of Map Division, OCD, dated 7 September 1948.

1. A survey of the Map Division operation conducted as part of the Graphics Register until transferred to the Map Branch, ORE, has been undertaken by appropriate officers of the Map Branch in cooperation with the Chief of the Graphics Register and the Chief of the Machine Methods Branch, OCD. It was found that the Map Division operation consisted of the following:

a. Furnishing geographical information and map intelligence information to requesters.

b. Codifying maps of intelligence value, first those held by the Government and later those held outside the Government.

(1) To date, the catalogued maps held by the Army Map Service, charts issued by the U.S. Hydrographic Office and maps of the USSR held by the Map Branch have been coded. In all, approximately 18,000 titles have been coded.

(2) All codified titles have been punched on cards and entered into the card files held in the Machine Methods Branch.

c. The following staff:



d. A recommended T/O for fiscal year 1950 as follows:



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2. The initial program proposed by the Map Branch is conceived as a step toward the ultimate goal of codifying all maps available to the Government that are of intelligence value. At the same time, the operation is planned to meet current needs insofar as possible without detracting from the attainment of the stated goal. To accomplish this dual objective, the schedule of work will be shifted from coverage of catalogued holdings of each Government agency successively to an area coverage within the major map holdings (both catalogued and uncatalogued) of the several Government mapping agencies. The sequence of area coverage will be determined by the area priority listing set up for contributors to the map and chart appraisal chapter of the NIS. At the same time, all maps of value currently accessioned by Government map agencies, including those accessioned by CIA and obtained through the foreign map procurement program and through SO and OO, will be concurrently codified.

3. When the codifying for a specific NIS area is considered substantially complete as of a given date, tear-sheet listings will be reproduced in small quantities for use by contributors to the map and chart appraisal chapters of the NIS. Listings will be arranged under suitable categories. These will be of special assistance to the Board on Geographic Names in undertaking its commitment to the NIS program.

4. All requests for geographic information and map intelligence will be handled by appropriate desks within the Branch as part of their presently established routine responsibilities.

5. The following organization is recommended for conducting this initial program:

a. Establishment of the Special Cataloguing and Coding Unit, Processing Section, Map Library Division, Map Branch, with the Chief of the Processing Section responsible for the programming of the Unit's work under the direction of the Chief of the Division.

b. Establishment of the position of Supervisor of the Special Cataloguing and Coding Unit (P-3) with responsibility for carrying out an established program, for conducting the operation of the Section and for recommending improvements in programming and operations.

c. A professional staff of three map cataloguers (P-2) to catalogue, by the check-card system, uncatalogued maps dealing with specific priority areas held by the several Government agencies and to verify previously catalogued maps for these areas prior to transmittal to coders for codifying. (This operation requires professional training and does not conflict with the work assigned to other map cataloguers in the Processing Section who are responsible for processing current accessions and backlog held in the CIA collection.)

**CONFIDENTIAL**

- 3 -

d. A subprofessional or clerical staff of three coders (SP-6 or CAF-5) to fill out coding forms from catalogue check cards prepared by both the Special Cataloguing staff and by other cataloguers of the Processing Section, as well as verified catalogue materials obtained from other agencies.

6. Completed coding forms will be transmitted directly to the Machine Methods Branch, OCD, for punching. Duplicates of punched cards will be filed in the Map Branch. This file will be used to reduce duplication of entries in the machine index, since variations among agencies in cataloguing methods prohibit mechanical avoidance of duplication.

7. All equipment, files and other materials of the former Map Division, Graphics Register, OCD, will be transferred to the Washington Auditorium, where space will be made available.

8. The Map Branch recommends that it be permitted not to accept personnel of the Map Division, OCD, if they are considered unqualified for the work to be assigned.

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B/MA: [redacted] apk  
cc: Asst. Dir., ORE (1) ✓  
Map Branch, ORE (2)

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